



# The Army Reserve Careers Division (ARCD) Career Management Brief



**NAME:** CMO Team member

Email:

Phone:

**YouTube:** [https://www.youtube.com/channel/UCEEGrWPWV00\\_v52k4EQCMOg](https://www.youtube.com/channel/UCEEGrWPWV00_v52k4EQCMOg)

<http://stayarmyreserve.army.mil/cmo/cmo.html>



# Agenda



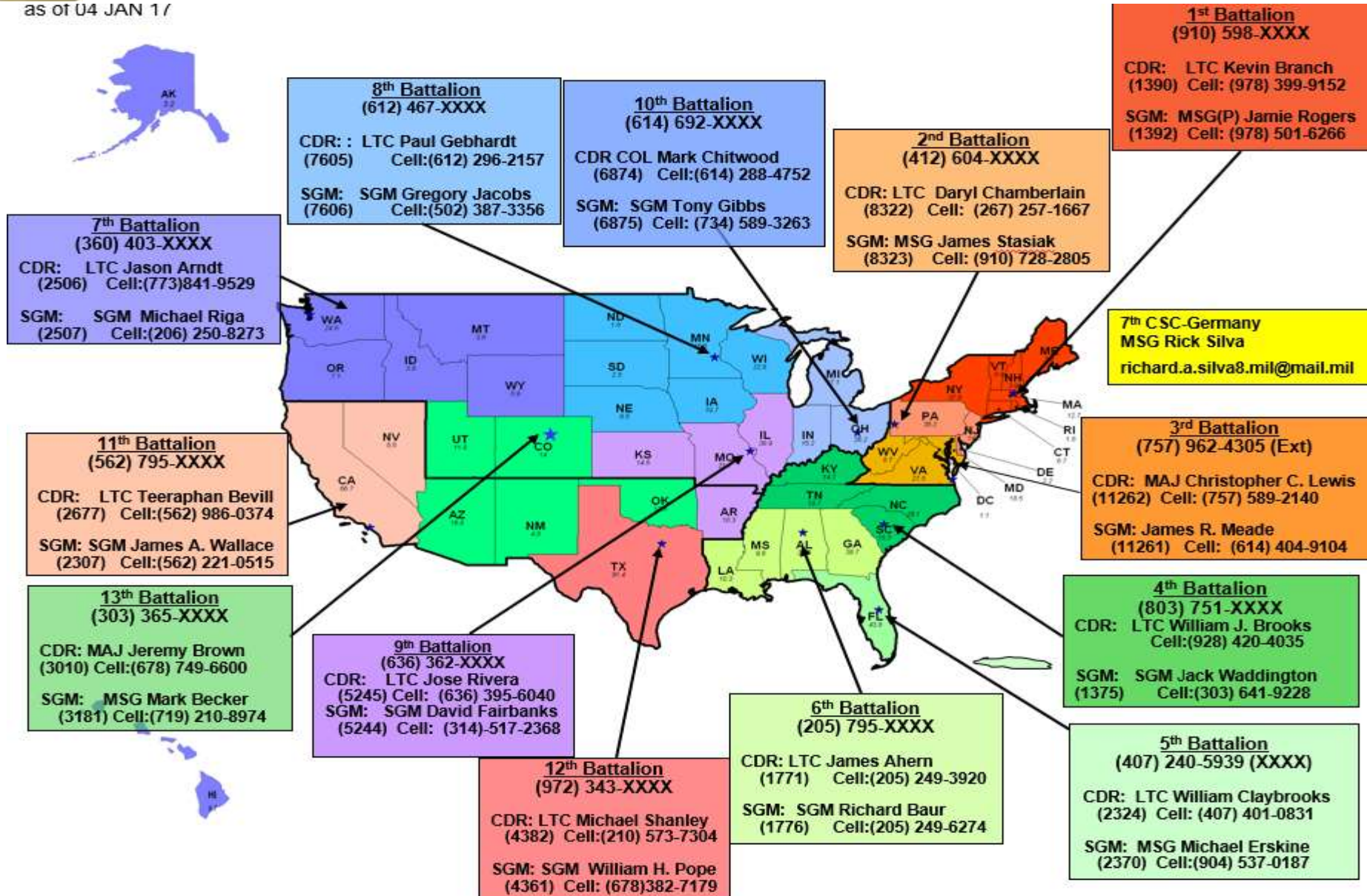
- ☐ Army Reserve Careers Division Mission and Locations
- ☐ Career Management Office (CMO) Purpose and Key Tasks
- ☐ Officer Professional Education & Career Progression
- ☐ Promotion Boards
- ☐ Soldier Responsibilities
- ☐ Best Practices
- ☐ S1 NET
- ☐ Helpful References
- ☐ Points of Contact
- ☐ Questions



# ARCD Battalion HQ's



as of 04 JAN 17





# CMO Purpose



## ***Purpose of the Career Management Office (CMO):***

To assist in the development of Army Reserve Officers with the correct skill sets to meet operational and functional requirements; simultaneously developing their leadership, technical competence, and professional skills through progressively more challenging duty assignments, training, and education.

**Target Population: 2LT – LTC**



# CMO Key Tasks



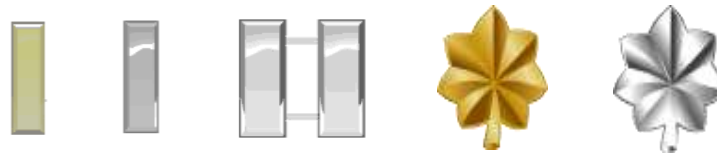
- ☐ Contact, counsel and track officers who are not Educationally Qualified (EQ)
- ☐ Assist officers with PME enrollment process
- ☐ Provide guidance for preparing promotion board files
- ☐ Conduct Army Selection Board Systems (ASBS) reviews
- ☐ Assist officers in locating Key Developmental (KD) positions
- ☐ Provide one-on-one service and self-help resources to officers
- ☐ Schedule and conduct regional forums





# Officer

## Professional Military Education And Career Progression





# Education Requirements



☐ **To 1LT:** Promotion to 1LT is “AUTOMATIC” only if all three of the following documents are in iPERMS

- DA 1059, Any Basic Officer Leader Course (BOLC)
- DA 71 (Oath of Office)
- Letter of Appointment (Commissioning Source)

☐ **To CPT:**

- Baccalaureate Degree (Transcripts, with “DEGREE AWARDED” in iPERMS)

☐ **To MAJ:**

- DA 1059, Any Captains Career Course (CCC)

☐ **To LTC:**

- 50% Legacy CGSOC, Satellite ILE or ILE-CC PH1-3 Complete

2018 MILPER message expected to require 100% CGSOC/ AOC

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☐ **To COL:** (Senior Leadership Development Office Manages)

- 100% Legacy CGSOC, Resident ILE, ILE-CC PH1-3 Complete and AOC, or ILE-CC PH 1-3 Complete with AOC Alternative Credentialing Course



# Key Developmental Positions



## ☐ Company Level:

- Platoon / Team Leader
- Company XO
- Company Commander

## ☐ Battalion / Brigade Level:

- Primary Staff Officer
- S3, XO or SPO
- Commander

## ☐ Career Broadening Assignments:

- Equal Opportunity & Inspector General
- Safety & Physical Security Officer

Check DA PAM 600-3 since each branch's KD assignments are different; each branch has a chapter in DA PAM 600-3.

☐ **Active Duty and Reserve Career Models are slightly different (branch dependent)**





# DA PAM 600-3



- Chapter 8, Infantry Branch, *page 55*
- Chapter 9, Armor Branch, *page 66*
- Chapter 10, Aviation Branch, *page 75*
- Chapter 11, Field Artillery Branch, *page 100*
- Chapter 12, Air Defense Artillery Branch, *page 112*
- Chapter 13, Engineer Branch, *page 124*
- Chapter 14, Chemical Branch, *page 140*
- Chapter 15, Military Police Branch, *page 151*
- Chapter 16, Special Forces Branch, *page 165*
- Chapter 17, Psychological Operations Branch, *p. 177*
- Chapter 18, Civil Affairs Branch, *page 188*
- Chapter 20, Signal Corps Branch, *page 212*
- Chapter 25, Military Intelligence Branch, *page 262*
- Chapter 35, Logistics Corps Officer Branches, *p. 335*
- Chapter 36, Adjutant General Branch, *page 396*

*\*Also contains Functional Areas and Special Branches\**

Department of the Army  
Pamphlet 600-3

Personnel-General

## **Commissioned Officer Professional Development and Career Management**



# Officer Career Path Key Topics



- ☐ ***CAR's guidance is OES takes precedence over Annual Training***
- ☐ Captains should strive for Command
- ☐ 1-2 Years in each Position
- ☐ Seek out tough assignments
- ☐ Seek positions between MTOE and TDA Units, diversify your resume
- ☐ Go between Primary Position and Assistant Positions  
(Example: S2 and Assistant S3)



# ATRRS Reservation Requirements



- ☐ To be qualified to receive a Reservation or Orders from HRC (even for DL courses) to attend any resident class you must have a:
  - Current security clearance
  - Current physical/PHA within 15 months by end of class
  - Current APFT must be within 12 months by end of class
  - No “3” in PULHES unless a Surgeon's statement "fit for duty" is included
  - No “Flagging” Actions
  - HIV screening (Year Month of HIV screen must be within 2 years)
  - Body Fat Standards must be met CANNOT exceed standards
  - If mobilized (to include ADOS), must request waiver

**It can take 30-90 days or more to get a physical/PHA and for it to be updated in the system. Just having the physical/PHA completed will not get Orders published. The system MUST show the updated dates for Orders to be published.**



# How to Locate a Course




<https://www.atrrs.army.mil>

**ATRRS**  
Army Training Requirements and Resources System

"The Link To a Trained and Ready Force"

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGON


**ATRRS NEWS**




### Extended Blackboard Help Desk Hours for MSCoE LLC


At the request of USARC, Army G-1/ATRRS Program Office is posting the following update to Blackboard for students of the Maneuver Support [READ MORE]

Now Playing: 4/16  
Next News: Registering for Courses

 **COURSE CATALOG**

 **ATRRS PORTALS**

 **STUDENT SELF SERVICE**

 **TRAINING TRACKER**

**WHAT IS ATRRS**

- ▶ About ATRRS
- ▶ ATRRS Channels
- ▶ ATRRS User Training

**HOW TO GET ONLINE**

- ▶ Do I Need an ATRRS Logon ID?
- ▶ ATRRS Logon Assistance
- ▶ Download QWS3270 Secure

**ONLINE TRAINING** NEW!

**ATRRS CHANNELS**

ATRRS Channels integrates many of the ATRRS-related web sites into a single organized, user-friendly location. Select a heading below to access links to related ATRRS websites.

**ARMY**

- ▶ Accession Analysis
- ▶ AFAM
- ▶ AITAS: DAU Application System
- ▶ Army e-Learning Catalog (PDF)
- ▶ ATRRS Portals Logon
- ▶ ATRRS Training Tracker
- ▶ BT Requirements
- ▶ CHRTAS
- ▶ Course Catalog
- ▶ EPM2
- ▶ NCOES
- ▶ QTUM
- ▶ Self Development / Distance Learning
- ▶ SMART
- ▶ TACITS
- ▶ TRADOC Readiness Report System

**NAVY**

Click Here



# How to Locate a Course



**ATRRS**  
Army Training Requirements and Resources System

"The Link To a Trained and Ready Force"

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGON

Search the ATRRS Course Catalog

[TRADOC Course Number Guidance \(1MB\)](#) Download the TRADOC Course Titles and Numbers standards in Adobe Acrobat format (PDF).

[DA-PAM Introduction \(23K\)](#) Download the DA-PAM Course Catalog introduction in Adobe Acrobat format (PDF).

[CLICK HERE](#) to receive historical Course Catalog data.

[CLICK HERE](#) to receive a list of Courses included in the TACITS Survey.

For information on schools and courses in ATRRS, please fill in as much information as possible to specify your search. When you have entered your criteria press the "Search the ATRRS Course Catalog" button. If you need more information about any of the codes, click on the category name for a list of descriptions.

Clear All Fields

- Search Within -

You may enter your search text for a Course Number, Course Title, or Course Scope search. For example you may enter 610 in the 'Course Number' input box for the Fiscal Year of 2012 to return all Courses that include 610 in 2012, such as 610-63G10 and 610-63S10.

Course Number:

Course Title: CAPTAINS

Course Scope:

Fiscal Year: 2013

Phase:

School Code:

Warrant SQI:

State:

Select Code:

Officer AOC:

Budget Code:

Enlisted MOS:

Language Code:

Enlisted ASI:

Command Code:

Enlisted SQI:

OPMS Skill Code:

Warrant MOS:

SMDR Proponent:

Warrant ASI:

OSD Type:

ADT/IDT Mode:

Career Program:

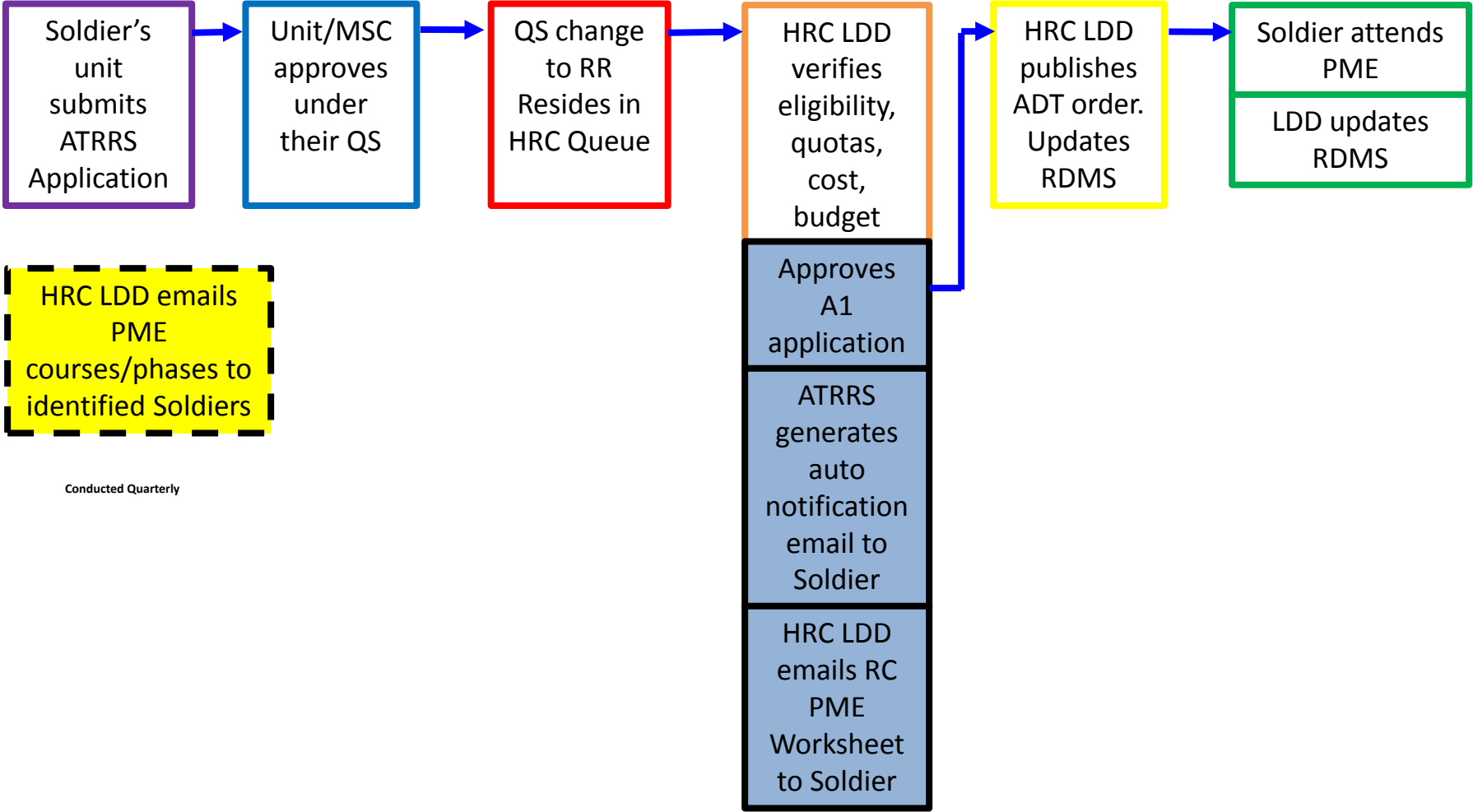
Search the ATRRS Course Catalog

Click Here





# PME Enrollment Process







# Captains Career Course (CCC)



The CCC prepares company grade officers to command Soldiers at the company, troop or battery level, and to serve as staff officers at battalion and brigade levels.

## To Enroll:

- ☐ Get with your ATRRS operator for the course you want to attend to check for availability (R8 screen) and check eligibility based off course prerequisites.
- ☐ Have your ATRRS operator submit an A1 application for the course you want and get the application approved through their Command Level before HRC can reserve or disapprove application.
- ☐ Keep your APFT, HT/WT, PHA, HIV, & Security Clearance current to receive a “R”eserved seat. If you are not 100% “green” across the board you will not get a seat or orders.
- ☐ All Distance Learning Phases must be completed 30 days prior to concurrent Resident Phase.



## ***AR 350-1, 19 August 2014***

### ***Paragraph 3-37***

*b.* ILE is attended by all Army Officers in the rank of O3 (if promotable) or O4 who are CCC graduates, Sister Service officers of equivalent rank, International Military Officers, and selected civilians from other U.S. Government agencies.

*c.* Army Officers will complete ILE by their 15th year of commissioned service.



# Command and General Staff Officer Course (CGSOC)



## CGSOC Resident Opportunities

- ☐ DA Board selected (meets every summer and is an opt-in board)
  - 10 month course at Ft Leavenworth, KS
  - 15 week satellite course (Ft Dix, Ft Gordon, Ft Belvoir, Ft Lee & Redstone Arsenal)
  - 10 month Western Hemisphere Institute for Security Cooperation ILE (Ft Benning, GA)  
(WHINSEC requires DLPT on file prior to attendance, course is all in Spanish)

**HRC Boarded Process  
"OPT IN"**

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## CGSOC-CC/ILE Nonresident Opportunities

- ☐ Unit level ATRRS application for each phase
  - Distributed Learning (DL)/ Active Duty for Training (ADT)/ Inactive Duty Training (IADT)  
Phase 1 - Active Duty for Training (2 weeks in length) **"OR"** Distance Learning  
Phase 2 - Inactive Duty Training (Drill weekends) (8 months) **"OR"** Distance Learning  
Phase 3 - Active Duty for Training (2 weeks in length) **"OR"** Distance Learning
  - The Total Army School System (TASS)  
Phase 1 - Active Duty for Training (2 weeks in length)  
Phase 2 - Inactive Duty Training (i.e. Drill weekends) (8 months in length)  
Phase 3 - Active Duty for Training (2 weeks in length)

**Non-Boarded Process**

## Advanced Operations Course (AOC) Opportunities

- ☐ Various ways to complete (One Year Long)
  - AOC Distributed Learning
  - Stability, Security and Development in Complex Operations (SSDCO)
  - Select Functional Area and Special Branch Schools and Programs (CGSOC website)



# AOC Alternative Credentialing Courses



## Functional Areas & Special Branches

### Branch Title

- FA24 (Info Systems Engineering)
- FA29 (Electronic Warfare)
- FA30 (Information Ops Officer)
- FA34 (Strategic Intel Officer)
- FA40 (Space Operations)
- FA46 (Public Affairs Officer)
- FA47 (USMA Permanent Professor)
- FA48 (Foreign Area Officer)
- FA49 (Ops Research/Sys Analysis)
- FA50 (Force Management)
- FA51 (Acquisition)
- FA52 (Nuclear and Counterproliferation)
- FA53 (Systems Automation Officer)
- FA59 (Strategic Plans)
- AMEDD
- Chaplains Corps
- JAG Corps

### Training Course Title

- FA24 Qualification Course
- FA29 Qualification Course
- FA30 Qualification Course
- Masters of Strat Intel at NCIC
- Space Ops Off Qual Course
- Public Affairs Qual Course
- USMA ACS
- ACS/Language Trng/In country
- FA49 Qualification Course
- Force Mngmt Officer Course
- FA51 Int Qual on Acq Ldrshp
- Nuc & CntrProlf Officer Course
- FA53 Qualification Course
- FA59 Qualification Course
- Civ licensure/medical ed reqs
- BDE Chaplain FA Qualification
- Judge Adv Graduate Course

## Programs

- Naval Post Graduate (NCS-DL and ILE Preparatory Course)
- Interagency Fellowship Program
- Joint Chief/Sec Def Internship Program
- Army Congressional Fellowship Program
- Afghanistan/Pakistan HANDS
- Inter-Agency/Inter-Government Course (SF Officers)
- Stability, Security, and Development in Complex Operations (CA and PO Officers)
- Military Intel Officers only (must complete ILE-CC and one of the following programs...)
  - National System Development Program
  - Junior Officer Career Cryptologic Program
  - National Intelligence University MS in Strategic Intel
  - Inter-Agency/Inter-Government Course
  - Select Naval Post Graduate School Programs





**US ARMY COMBINED ARMS CENTER**

As of 2012-2013



# ILE "OPT IN"






## HRC

United States Army Human Resources Command


HOME ENLISTED OFFICER THE ADJUTANT GENERAL CAREER SPECIAL PROGRAMS

### Soldier Services




#### Promotions Evals Awards

View schedules, results, promotion and evaluation processes, and awards




#### Ask HRC

View answers to the most commonly asked Army Human Resource questions.



#### My Records

Access the My Record Portal for personalized career information




#### Self-Service

Access self-service tools and online applications




#### Milper Messages

Military Personnel Messages




#### ALARACT

All Army Activity Messages



#### Veterans Services

Access important links and information for veterans




#### Retirement Services

Access important information about military retirement.

### Hot Topics

< Slideshow of hot topics

### News and Ann



< News and Announcements





# ILE "OPT IN"



## HRC

United States Army Human Resources Command

[HOME](#) [ENLISTED](#) [OFFICER](#) [THE ADJUTANT GENERAL](#) [CAREER](#) [SPECIAL PROGRAMS](#) [ORGANIZATION](#) [DATA SERVICES](#)

## Personnel Information Systems Directorate(PERSINSD)

January 17, 2017



Rate This Page: ★★★★★

🔒 Add

### Tools and Applications Directory

Army Human Resources Command's tools for Soldiers and Human Resources Professionals.

#### Assignments

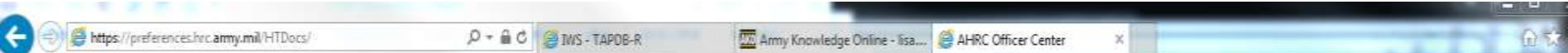
- [Assignment Satisfaction Key \(ASK\)](#) - Enlisted
- [My Request for Orders](#) - Officer
- [Personal Preference Pages for Centralized Selection Processes](#) (Must be eligible for CSL, SSC, ILE, or APDE)

#### Promotions





# ILE "OPT IN"



Home

WELCOME,  
TURNERDUMMITT.LISA.MARIE

## Welcome to the HRC Soldier Selection Preference Page

The HRC Soldier Selection Preference Page is a site designed to help transform the Institutional Army into an information age, networked organization. The HRC Soldier Selection Preference Page houses the electronic preference statements for Soldiers participating in the following processes:

### Command Preference Designation (CPD)

[Officer](#)

[Enlisted](#)

### Senior Service College (SSC)

[Active Component](#)

[Reserve Component](#)

### Intermediate Level Education (ILE)

[Active Component](#)

[Reserve Component](#)

### Additional Professional Development Education (APDE)

[Reserve Component](#)

### Functional Designation (FD)



# School Funding – Who Pays?



- ☐ **BOLC**: USARC pays all Pay and Travel Allowances (IMT Branch)
  
- ☐ **CCC**:
  - HRC funds all Pay and Travel Allowances for their First CCC Course (AC or AR)
  - HRC **may** fund a second CCC if the Officer is an Active Duty transfer to the Army Reserve and needs to Branch Transfer
  
- ☐ **ILE**:
  - HRC pays all Pay and Travel Allowances
  
- ☐ **AOC**: No cost involved

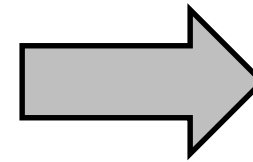
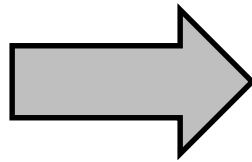


# Promotion Boards





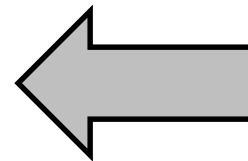
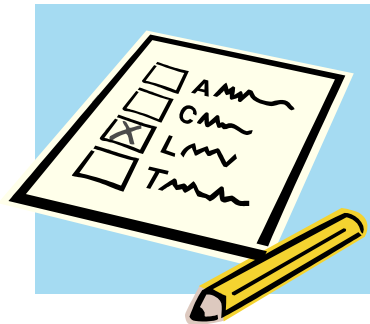
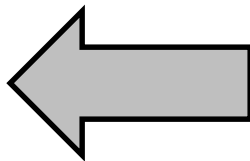
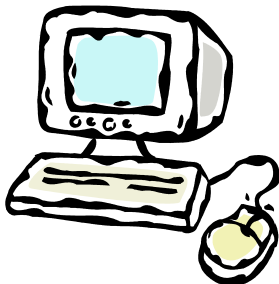
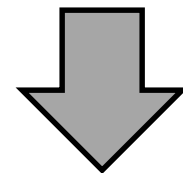
# ARCD Board Process



MILPER Message is published by HRC detailing the Zones of Consideration

Each **CMO creates internal eligibility list** for all zones from SMS Watchlist

HRC publishes eligibility list for all zones and branches



**CMO compares ASBS files** with eligibility roster throughout scrub process

If a discrepancy is found, the **CMO researches and submits an Add/Delete Sheet** to Promotions Branch if necessary.

Each **CMO compares HRC eligibility list with SMS** list to ensure all eligible officers are considered



# Where to find Board Schedules



<https://www.hrc.army.mil/>

1

## Board Schedules

- [FY14 Board Schedule](#)
- [FY15 Board Schedule](#)
- [FY16 Board Schedule](#)
- [FY17 Board Schedule](#)

Great board overview video  
Watch and share!

## Board Preparation

- [Mock Board OPD Video Mock Board MOI, Word Picture and Score Sheet Mock Board Transcript](#)

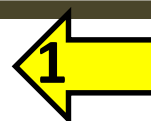




# Where to find Board MILPER Messages



<http://stayarmyreserve.army.mil/cmo/cmo.html>



## ARMY RESERVE CAREERS DIVISION

TPU Career Management Office

Navigational Links

### Upcoming Boards

CAC REQUIRED



RESERVE COMPONENTS  
CPT APL PSB  
Convenes: 1-May-17  
Recess: 12-May-17  
MILPER Coming Soon



USAR CHIEF WARRANT  
OFFICER 3415 PSB  
Convenes: 24-Apr-17  
Recess: 5-May-17  
MILPER Coming Soon



RESERVE COMPONENTS  
MAJ APL PSB and  
CPT APL SELCON  
Convenes: 7-Mar-17  
Recess: 28-Mar-17  
MILPER 16-340



RESERVE COMPONENTS  
LTC APL PSB and



### Welcome to Your Career Management Office

The Army Reserve is continuously changing, this includes shaping the forces through career progression, your responsibility to meet the standards to maintain your career as an officer in the United States Army Reserve. This site along with Career Management Officers are available to support you in taking the correct steps in your career development and provide readily available information. Career Management Officers are able to provide information, in conjunction with your chain of command to make your career a success. Contact an Army Reserve Career Management Officer (CMO) to review your career path and discuss the future of your military career.

#### Purpose of the Career Management Office (CMO):

To assist in the development of Army Reserve officers with the correct skill sets to meet operational and functional requirements; simultaneously developing their leadership, technical competence, and professional skills through progressively more challenging duty assignments, training, and education.

**\*\*Officers who are not educationally qualified, decrease their chances of being promoted significantly!**

### Contact Your Career Management Officer

#### Branch Chief

LTC Angela H. Gooch  
(502) 626-1504 / BB (404) 721-8575  
[angela.h.gooch.mil@mail.mil](mailto:angela.h.gooch.mil@mail.mil)

#### Deputy

MAJ Soto, Olivia  
(502) 626-2702 / BB (678) 392-0566  
[olivia.a.soto.mil@gmail.com](mailto:olivia.a.soto.mil@gmail.com)

### OFFICER MANAGEMENT

#### CA, PO, SF

MAJ Lee, Seung  
(502) 626-1556  
BB (910) 728-5153  
[seung.h.lee26.mil@mail.mil](mailto:seung.h.lee26.mil@mail.mil)

CPT Czajka, Evan  
(502) 626-1548  
BB (404) 721-8335

#### SC, CY

MAJ Montes, Herman  
(502) 626-1562  
BB (678) 749-2831  
[herman.m.montescarrillo.mil@mail.mil](mailto:herman.m.montescarrillo.mil@mail.mil)

CPT Hutto, William  
(502) 626-1651  
[william.h.hutto.mil@mail.mil](mailto:william.h.hutto.mil@mail.mil)

#### AG, FI, PA

MAJ Soto, Olivia  
(404) 469-4833  
BB (678) 392-0566  
[olivia.a.soto.mil@gmail.com](mailto:olivia.a.soto.mil@gmail.com)

CPT Otis, Angela  
(502) 626-2844  
[angela.a.otis.mil@mail.mil](mailto:angela.a.otis.mil@mail.mil)



Home



Warrant Officer Career  
Information



Lieutenant's Information



Captain's Information



Major's Information



Lieutenant Colonel's Information




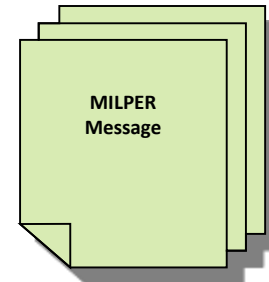


# What's in the MILPER Message



## ❑ Key Highlights:

- Zones of Consideration
- Civilian and Military Education Level
- My Board File Open and Close Dates
- OER/AER Submittal Dates
- **ARB/CSRB Submittal** 
- DA Photo



MILPER Message is published by HRC detailing the Zones of Consideration

- Creation and certification of the CSRB is a unit responsibility.
- CSRB validation and board submission is a Soldier responsibility.



# Going Before the Board



- ☐ Depending on the size of the board (total population) and zone of consideration(s), each board member typically spends **30 seconds to 4 minutes** per file.
  - I/A Zone: 2-4 minutes BZ: 30 seconds – 1 minute (screen vote), then 2-4 minutes (hard vote)
- ☐ What do board members focus on when reviewing a file? Senior Rater Narrative
  - Senior Rater DA Label (Box Check)
  - Duty Description of Rated Officer
  - Senior Rater Population Size
  - Rater Narrative



# What Does the Board See?



5031055

OFFICER EVALUATION REPORT  
For use of this form, see AR 675-3, the proponent agency is DCS (G-3)

PART I - ADMINISTRATIVE DATA

NAME: + SSS PERIOD COVERED: +

PART II - PERFORMANCE AND POTENTIAL EVALUATION (Rater)

4. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIGHER POTENTIAL FOR PROMOTION:

☒ OUTSTANDING PERFORMANCE, MUST PROMOTE ☐ SATISFACTORY PERFORMANCE, PROMOTE ☐ UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE ☐ OTHER (Specify)

5. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE. REFER TO PART I, 6, AND PART VI, 6, DA FORM 675-4

6. COMMENT ON POTENTIAL FOR PROMOTION

7. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THE OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY OPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

PART III - AUTHENTICATION (Rated officer's signature. Rater has been completed with Part I, II, and the entire form is correct)

8. SIGNATURE OF RATED OFFICER

9. SIGNATURE OF RATER

PART IV - DUTY DESCRIPTION

10. POSITION: 679DA 06-Sep-2010

11. POSITION: 679DA 01-Jan-2010

12. POSITION: 679DA 21-May-2009

13. POSITION: 679DA 31-Dec-2008

14. POSITION: 1059DA 28-Jul-2008

PART V - SENIOR RATER

4. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE:

☒ BEST QUALIFIED ☐ FULLY QUALIFIED ☐ DO NOT PROMOTE ☐ OTHER (Specify)

5. COMMENT ON PERFORMANCE/POTENTIAL

6. HIGHER GRADE COMPARISON OF THE RATED OFFICER'S PROFILE AND FOR CHECK AT THE TIME THIS REPORT PROCESSED

7. DATE: 10/10/20

8. TOTAL RATING: 80

9. RATING THIS OFFICER: 2

679DA 06-Sep-2010, Page 1 of 2

679DA 06-Sep-2010, Page 2 of 2

Zoom: 1.10 1.9 1.8 1.7 1.6 1.5 1.4 1.3 1.2 1

Voting Progress

Photo

Disciplinary will appear here "if applicable"

ORB

OERs/AERs

Awards and Education  
Further Down



# DA Photo Requirements



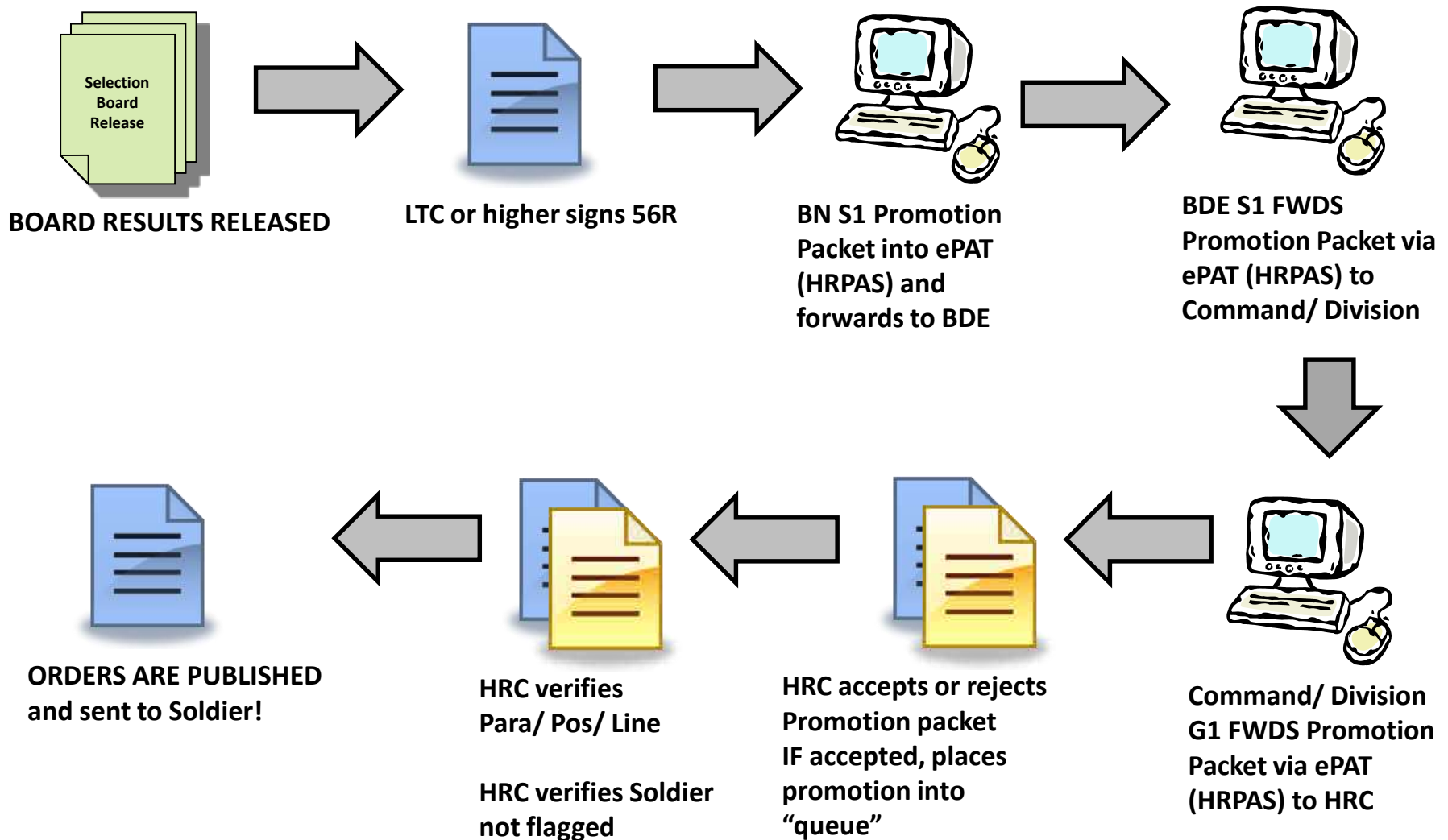
- ☐ DA Photos are not optional
- ☐ A new photo is required when
- ☐ Advanced to 1LT or CW2; promoted period
- ☐ Received an ARCOM or higher
- ☐ Every five years for officers
- ☐ 90 days after deployment if photo is invalid
- ☐ When directed by your BN CDR (or equivalent), when there has been a major change in appearance
- ☐ Here's how to make an appointment at: <http://www.vios.army.mil/>



\*\* Requirements pulled from AR 640-30 Photographs for Military Human Resource Records



# After the Promotion Board Results





# USAR PAG (Personnel Action Guide)



<https://www.hrcapps.army.mil/iws/?page=shared.person.soldier.tapdb>

Unclassified // FOUO

No Messages

Sign In ?



USAR Personnel Actions Guide

FOLLOW



USAR Personnel Actions

## USAR PAG

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### Appointments

T-21-O-1  
Process Selection as a Warrant Officer  
Candidate (WOC)

T-21-O-2  
Process Appointment to WO1

T-21-O-3  
Request for Officer Candidate School (OCS)

### Command Board Actions

T-10-O-1  
Request for Declination of COL/LTC  
Command Selection Board

### Conditional Releases

T-20-O-1  
Request for Conditional Releases / Vacation  
of Appointment

T-20-O-2  
Request for Conditional Releases (Officers  
who have not completed IET)

T-20-O-3  
Conditional Resignations (less than 12  
months of Selected Reserve)

T-20-O-4  
Conditional Releases / Conditional  
Resignations (Chaplains, AMEDD, and  
Obligated Officers)

### Discharges/Separations (Voluntary)

T-4-O-1

### Promotions

T-6-O-1  
Process Promotions to 1LT and CW2

T-6-O-2  
Process Promotions Mandatory to CPT thru  
COL and CW3 thru CW5

T-6-O-3  
Process for Promotion (Position Vacancy  
Board)

T-6-O-4  
Request for Promotion Certificate (DD Form  
1A)

### Reassignments

T-1-O-1  
Request for Reassignment to the Individual  
Ready Reserve (Voluntary) (Contractually and  
Statutorily Obligated Officer)

T-1-O-2  
Request for Reassignments to the IRR  
(Involuntary) (Relief for Cause)

T-1-O-3  
Request for Reassignments to the IRR  
(Involuntary)

### Reclassifications

T-2-O-1  
Request for Reclassification/Branch Transfer  
(non AMEDD)

T-2-O-2  
Request for Reclassification (AMEDD Officer)

T-2-O-3

### Retirements

T-11-O-1  
Process Request to Army Grade  
Determination Review Board (AGDRB)

T-11-O-2  
Request for Retired Reserve (Voluntary)

T-11-O-3  
Request for Retired Reserve in Lieu of  
Involuntary Separation

### Sanctuary

T-25-O-1  
Request for Sanctuary (Reserve Officer)

### Separations (Involuntary)

T-3-O-1  
Request Separation (Involuntary) (2X Non-  
selection for Promotion)

T-3-O-2  
Request Separation (Involuntary) (Other; e.g.,  
Failure to Complete BOLC / WOBC)

T-3-O-3  
Request Separation (Involuntary) (TPU)

T-3-O-4  
Request Resignation in Lieu of Separation  
(Involuntary)

### TPU Unique Actions

T-27-O-1  
Process DA Initiated Show Cause Board  
Actions

T-27-O-2

100%





# 2X NON-SELECT (Officer Only)



- ☐ If an officer is a 2x non-select for CPT, MAJ or LTC one of three things will happen:
  - ☐ Selective Continuation (SELCON), serve additional years as prescribed by the board (usually 2), not to exceed MRD. Packet will go before the promotion board each year while SELCON'd.
    - ☐ CPT (2x Non-Select to MAJ) – Maximum is 20 Years
    - ☐ MAJ (2x Non-Select to LTC) – Maximum is 24 Years
  - ☐ Retirement
    - If eligible for retirement under any provision of law, be retired no later than the first day of the seventh calendar month beginning after the month in which the president approves the board.
    - Within two years of qualifying for retirement, shall be retained on active duty until he/she is qualified for retirement, unless sooner retired or discharged under another provision of law.
  - ☐ Discharged
    - 1<sup>st</sup> day of the 7<sup>th</sup> month from the Board Release Date



# Preparing for Your Next Board



- ☐ S1 situational awareness (S1 NET)
- ☐ Read the MILPER
  - Eligibility criteria
  - 'My Board File' dates
  - OER cutoff dates / document submission
- ☐ Validate 'My Board File'
- ☐ Clean up ORB
- ☐ Photo in ASU
- ☐ Communicate to your Rater/SR career goals
- ☐ Avoid height/weight inconsistency on records
- ☐ Performance (OERs)



# Soldier Responsibilities



- ☐ **READ the entire MILPER message from HRC!**
- ☐ **The answers are in the MILPER**
- ☐ **Pay close attention to:**
  - ☐ Date of last submission for board file documents
  - ☐ Date your board file closes for your review
  - ☐ Ensure iPERMs is up to date with all civilian and military documents.
  - ☐ Contact the POCs listed in the MILPER for Evaluations and DA1059s
  - ☐ Units CANNOT update these documents
  - ☐ Only send letter to Board President if you have important information that is not addressed in your file. DO NOT write a letter to thank the board for considering you.
- ☐ **FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL BE VIEWED AS A “LACK OF DUE DILIGENCE” ON YOUR PART. - directly from a MILPER message**



# Best Practices



- ☐ You are responsible for managing your career; set yourself apart from your peers in a good way
- ☐ STAY IN THE KNOW! Sign up for S1NET, frequently check MILPERs and ALARACTs, etc.
- ☐ Review your records
- ☐ Get your Professional Military Education (PME) taken care of early
  - No PME means there is zero chance for promotion
  - Get a DA Photo
- ☐ Always be “board ready”
  - Update ORB regularly
  - DA photo
  - OERs



# S1 NET – Stay Informed



<https://www.milsuite.mil/book/community/spaces/apf/s1net>

**S1NET Home Page**  
in Army Professional Forums

Overview Content People Places Reports Calendar

**ANNOUNCEMENT** Update Your milSuites Profile email, Army Knowledge Online (AKO) Email System Will Cease Forwarding 30 JUN 2015 [Show Details](#)

**Join S1NET**  
You are already a member of this community.

**S1NET Topics**

Filter

- Welcome and User Guides
- View sub-communities
- AG Corps Regimental Association (ACORA)
- AG Professional (Personal Leader Development Division)
- AG Professional Training

**Popular Tags**

- da\_4187\_sample
- deers/rapid;
- deployment\_health\_as

**UNCLASSIFIED//FOR OFFICIAL USE ONLY (FOUO)**

Welcome to S1NET on milBook, a community of professionals sharing HR knowledge Army-wide & world-wide, across all components through conversation in context of current operations!

milSuites uses the email address and rank that is reflected in the Defense Manpower Data Center (DMDC). DEERS feeds DMDC. Click [Update your Profile](#) to see what is in milSuites, what is in DMDC, and to refresh if necessary. If your email isn't correct in DMDC, you will need to visit your ID card section to have it corrected, then come back here and update your profile.

The topics available within S1NET are listed on the left. To contribute to S1NET, look in the S1NET Topics pane on the left side of this screen, and use the "Filter" box or scroll down the list to find the topic you are interested in today, and post your questions or discussions there in the appropriate topic.

**Recommendations for Improvement to S1NET**

Be professional, respect others, and collaborate and learn from your fellow HR professionals

**S1NET Facilitator**

- S1NET Basic User Guide - a/o 15 May 15
- Links for the HR Professional
- Rules of Conduct for S1NET
- milBook Frequently Asked Questions (FAQ)

**Latest Documents**

- APFT Failure, Improvement Plan, and Fail to Improve Counseling Sets (UPDATED now with 2 versions) gary

**Ask S1NET Home Page**

Type your question

Ask

**Popular Content**

- New NCOER Training Modules 1-4 - as of 17 April 2015
- IPERBS Training
- New NCOER Training

**S1 NET Provides Weekly Emails on:**

- ALARACTs (All Army Activities) Messages
- MILPERs (Military Personnel) Messages
- Board Announcements
- TPU Position Vacancies
- Various other good to know info

## Why aren't you a member of S1Net?





# Helpful References



- ☐ AR 135-155: Promotion of Commissioned Officers and Warrant Officers Other than General Officers
- ☐ AR 350-1: Army Training and Leader Development
- ☐ AR 600-8-29: Officer Promotions
- ☐ AR 623-3: Personnel Evaluation-Evaluation and Reporting System
- ☐ AR 640-30: Photographs For Military Human Resources Records
- ☐ AR 670-1: Wear and Appearance of Army Uniforms
- ☐ DA Pamphlet 600-3: Commissioned Officer Professional Development and Career Management
- ☐ DA Pamphlet 623-3: Personnel Evaluation-Evaluation Reporting System
- ☐ ARCD CMO website: <http://stayarmyreserve.army.mil/cmo/cmo.html>
- ☐ S1 Net: <https://www.milsuite.mil/book/community/spaces/apf/s1net>
- ☐ HRC website: <https://www.hrc.army.mil>
- ☐ VIOS website: <http://www.vios.army.mil/>



# Summary



- ❑ Army Reserve Careers Division Mission and Locations
- ❑ Career Management Office (CMO) Purpose and Key Tasks
- ❑ Officer Professional Education & Career Progression
- ❑ Promotion Boards
- ❑ Soldier Responsibilities
- ❑ Best Practices
- ❑ S1 NET
- ❑ Helpful References



ALL CMO CONTACTS CAN BE FOUND AT:  
<http://stayarmyreserve.army.mil/cmo/cmo.html>



# QUESTIONS